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#CES-2455390



Forest Park Central, Forest Pk Bus Campus,
Mullingar, Co. Westmeath, N91 E1WD



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



28/06/2026



09/08/2026

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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Administrative Assistant Mullingar Charity Variety Group

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Office Administration: Answering telephone; computer work; printing; filing; general office management; liaising with MTB committee; and band director.

Caretaking Duties: oversee general cleaning duties throughout the premises; reporting any concerns to the committee and/or band director.

Facilities Management: Liaising with facility users; events management; assisting with setting up and overseeing clearing away before and after events; checking in on facility users.

- **Sector:** administrative and support service activities